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1 November 1951

MEMORANDUM FOR: CHIEF, PY  
EE  
WE  
NE  
FE  
WH

SUBJECT: Operational Plan Format

ADPC has directed that a standardized format be used for the development of operational plans which bear a code designation and involve an operational undertaking for a single purpose. The enclosed sample format, which is substantially that used by the PSB, is accordingly established. Use of this format will assure uniformity and will facilitate reference between OPC and other Departments and Boards and also between OPC Headquarters and field stations.

25X1A

  
Chief, Plans Division

Encl. 1  
Sample format

CPL/WRK/lvj

Distribution:

One to each listed  
CPL Files - 1

SD/PT  
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-CLASSIFICATION-  
(Security Information)

TITLE: PSYCHOLOGICAL OPERATIONS PLAN WITH RESPECT TO DEVELOPMENTS

IN

SHORT TITLE

SECTION I

PROBLEM

To prescribe psychological action incident to \*\*\*  
(short statement of the basic situation)

SECTION II

APPLICABLE APPROVED US POLICIES

State hereunder appropriate policies by referring to the number, title, and paragraphs of pertinent document.

SECTION III

ANALYSIS OF CONDITIONS AFFECTING THE PROBLEM

A. ASSUMPTIONS:

List hereunder all appropriate general and specific assumptions.

B. ANALYSIS:

List hereunder in topic sentence form the favorable or adverse circumstances, advantages, and disadvantages.

SECTION IV

SPECIAL PSYCHOLOGICAL OBJECTIVES

List hereunder in topic sentence form the substance of special objectives as pertains to the target area, to UN and Allies, to

world in general, to subversion, etc.

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SECTION V

OPERATIONS APPLICABLE TO THE PROBLEM

- A. IN PROGRESS:
- B. FOR INITIATION AS SOON AS PRACTICABLE:
- C. PROJECTED MID- OR LONG-TERM OPERATIONS:

List hereunder in topic sentence form the broad undertakings which should be responsive to the objectives of Section IV above.

SECTION VI

- A. TASK ASSIGNMENTS:

List hereunder by area division or staff division a numerical or alphabetical cross-reference to the operations specified within Section V. List also in a like manner those operations to be undertaken specifically by other agencies or departments.

SECTION VII

LOGISTIC, PERSONNEL, AND FISCAL SUPPORT

State hereunder in broad terms the availability of existing assets and facilities, as well as deficiencies and the apparent coordination of logistical support required with outside agencies and departments.

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## ROUTING AND RECORD SHEET

INSTRUCTIONS—Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

CPL

NO.

DATE

NOV 2 1951

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. COPY				JHK	
2. COPY				GB	
3.	25X1A			CPL	
			11/1/51	FILE	
			1/2	FILE	
	1308			FILE	
	1306			FILE	
	1302	170451	170451	COBA	
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